

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**  
**Washington, DC 20408**

1 From (Agency or establishment)  
**usda**

2 Major Subdivision  
**Departmental Management**

3 Minor Subdivision  
**Office of Chief Economist**

4 Name of Person with whom to confer  
**Diana Avery**

5 Telephone (include area code)  
**202-720-1308**

Job Number

**11-016-10-6**

Date Received

**8/25/10**

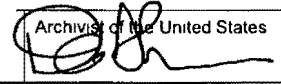
### Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

**14 DEC 10**

Archivist of the United States

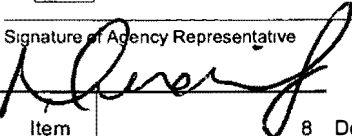


### 6 Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required     is attached     has been requested

Signature of Agency Representative



Title

**Senior Staff Records Officer**

Date (mm/dd/yyyy)

**08/10/2010**

Item Number

8 Description of Item and Proposed Disposition

9 GRS or Superseded Job Citation

10 Action taken (NARA Use Only)

**Departmental Management  
 Record Group 16**

**World Agricultural Supply and Demand Estimates  
 (WASDE)  
 SEE ATTACHED**

**AGENCY:** U S Department of Agriculture (USDA)  
**OFFICE:** Departmental Management, Office of Chief Economist

**NAME OF SYSTEM:** World Agricultural Supply and Demand Estimates (WASDE)

**DESCRIPTION:** WASDE is a tool for the management of the U S Department of Agriculture world agriculture supply and demand estimates and records WASDE utilizes the Foreign Agriculture Service (FAS) Production, Supply and Demand (PS&D) to forecast commodity supply and demand estimates for the U S and selected foreign

**Input**

Data entered into the system by agency user, paper and electronic inputs extracted from the FAS PS&D system

**Item 1: Hardecopy.**

Disposition **TEMPORARY.** Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes **GRS 20, Electronic Records, item 2(a)(4).**

**Item 2: Electronic copy.**

Disposition **TEMPORARY.** Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later **GRS 20, Electronic Records, item 2(c).**

**Item 3: Master File.**

Data input includes agency user, and agricultural commodity supply, estimates and data span crop years 1960 to present

Disposition **TEMPORARY.** Delete/destroy 3 years when current data is migrated to a new system and verified or after termination of the system

**Item 4: Output**

This system provides USDA employees, contractors with information such as the commodity, country, date and crop estimate, reports both canned and ad hoc

Disposition **TEMPORARY** Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes **GRS 20, Electronic Records, item 6**

**Item 5: System Documentation**

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.

~~Disposition **TEMPORARY.** Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later **GRS 20, Electronic Records, item 11(a)(1)**~~